**NATIONAL ENDOWMENT
FOR THE HUMANITIES**

SAMPLE APPLICATION NARRATIVE

Reference Materials Grant
Institution: The Huntington Library

2.   Statement of significance and impact

The Huntington Library is creating for wide dissemination a database of records that are of unique and vital importance to the study of California, the American Southwest, and colonial America. This database project, the Early California Population Project (ECPP), will provide easy and democratic access to all information contained in the California mission registers. These registers record the births, confirmations, marriages, and deaths of more than 100,000 Native Americans, Spaniards, and Anglo-Americans who came within the orbit of the missions between 1769 and 1850. No other region of colonial America has a database of such an extensive set of vital records. As such, these records provide information essential to the resolution of pressing needs: namely, the incorporation of regions and peoples beyond the eastern seaboard into the narrative of our country's early history; the study of the divergent population dynamics of Indians and settlers across colonial America; the reconstruction of the individual life histories of Indians and settlers who lived in Spanish California and the Southwest; and an awareness of the tremendous diversity that has long characterized the people of the Golden State and the Southwest. Upon its completion and dissemination, this database will allow unprecedented study of population change and community formation among Indians and Spanish settlers in early America. Unfortunately, these mission records, despite their tremendous importance to large constituencies, have remained the province of a small number of experts, scholars, and genealogists.

The ECPP is designed to meet citizens' needs and to overcome barriers of access to information found only in the California mission registers. The original registers are scattered across California and too old and too brittle to handle. Microfilm copies of the registers exist in archives but are of poor quality. Understanding the registers—written as they are in eighteenth-century Spanish script—demands rare skills and enormous effort. Lacking adequate staff and resources to facilitate genealogical and historical research, libraries, archives, missions, and dioceses each year turn away countless individuals who are eager to study early California's Indian, Hispanic, and Anglo-American inhabitants. The ECPP database is a response to these barriers of access; it will be easy to navigate, made widely accessible through The Huntington's Website, and placed in CD-ROM format at research libraries across the country and at public libraries, missions, and other important venues of the Southwest.

Since the project's inception in 1999, The Huntington has made serious strides towards completing the ECPP. The Haynes Foundation, the Mead Foundation, and the Murphy Foundation funded database design and data entry for the Southern California missions. A recently awarded grant from the California State Library will fund the project's new capital expenses, increase the project's staff from two to three full-time equivalents, and extend the life of the project through June 2004. The Huntington has worked with a range of user groups: archives and archivists, anthropologists and historians, and Native American groups in California. All make the database more valuable and usable.

With the support of the NEH, The Huntington will bring into the database records from all seventeen Franciscan missions north of Los Angeles and thereby complete the project. Facilitating the project's expansion and completion will be the incorporation of basic records compiled previously by independent researchers. Completing the ECPP will entail increasing the data entry staff from three to four full-time equivalents and continuing the project through December 2005. A record of success and a core of skilled and dedicated staff with years of data entry experience make it possible for The Huntington to complete the ECPP within twenty-four months of the receipt of the grant.

PA-50593, Huntington Library

3.   Table of Contents   Page

+

Sample data page from mission registers
Sample transcription and translation of selected San Gabriel Mission records
ECPP data entry page samples (marriages, baptisms, and deaths)
ECPP staff résumés
Job description: Data Entry Assistant
ECPP consultant résumés
Letter of commitment: Oregon State University (Re: S. Hackel)
Letters of support
Outline for training new data entry assistants
Database style guide for data entry team

PA-50593, Huntington Library

4.   Narrative

A.   Significance

Statement of Purpose

The Early California Population Project, through the creation of a comprehensive database of information taken from mission baptism, confirmation, marriage, and burial registers, will transform the scholarly study and understanding of the population and community histories of more than 100,000 Indians and non-Indians who lived in California between 1769 and 1850. The primary source for the Early California Population Project is the baptism, confirmation, marriage, and burials registers produced by the Franciscans of early California. Much like parish priests in Europe, Franciscan missionaries in California kept records for Indians affiliated with the missions and for the region's Spanish population, all of whom were Catholic. Thus, whenever the missionaries in California baptized an individual, they, to the best of their abilities, recorded that individual's birthplace, age, parents, marital status, children, siblings, godparents, Spanish name, and any other information they deemed unique or relevant. They also assigned that individual baptism record a unique number. Similarly, when they confirmed, married, or buried an individual, they assigned that individual's confirmation, marriage, or burial record a unique number. In these confirmation, marriage, and burial records, the Franciscans always recorded the individual's Spanish name, age, marital status, place of baptism, family relations, and, if known, baptism record number. Because these separate registers are largely complete, consistently thorough, and in many ways cross-referenced, they can be linked and sorted by individual. The California mission registers, therefore, contain the information necessary to reconstruct not only the individual life histories of the tens of thousands of Indians and settlers who lived in Alta California but the divergent population dynamics of these groups. Working through all of the registers is extremely labor intensive and beyond the reach of any single individual. Understanding the records of just one register from one mission, which may contain thousands of entries on thousands of individuals, can take an independent researcher months if not years. At the end of such a lengthy process, all that is achieved is a mastery over one small piece of a larger puzzle. The Huntington Library, through the Early California Population Project, is putting all the pieces of the puzzle together for posterity as only a collaborative undertaking can.

The Significance of the ECPP for the study of Indians in Early California

Alta California was first settled by Spanish soldiers and Franciscan missionaries in 1769, and over the next fifty years Spain and Mexico established four military garrisons, three civilian settlements, and twenty-one missions stretching from San Diego to just north of San Francisco. Scholars estimate that as many as 300,000 Indians lived in all of California on the eve of Spanish colonization. By 1821, nearly 80,000 Indians from the coast and adjacent regions had been baptized by the Franciscans; thousands more were brought into the missions during the 1830s and 1840s. The disease, dislocation, and warfare that accompanied European settlement plunged California Indians into a sustained period of dramatic population decline. By 1846, fewer than 100,000 Indians lived in all of California, and in the coastal region where Spanish settlement had been most intense, many Indian groups dwindled to only a handful of survivors.
The California mission registers are the most important source for the study of this human catastrophe and for an examination of how Indians contrived to weather this storm. Scholars, however, have not been able to fully use the mission registers to undertake a systematic examination of Indian population change

in early California. California Indian population decline has been the subject of much heated debate, yet the work of recent decades has only begun to complicate and enrich previous understandings of Indian demographic change in colonial California. Historical demographers and anthropologists have demonstrated the high mortality of Indians within the missions. Some scholars have based their findings on a sample of records from the mission registers. Most, however, have relied almost exclusively on the Franciscans' annual totals of births, marriages, and deaths at each of the missions. Although aggregate statistics and the crude birth and death rates that can be generated from them allow for an observation of gross population trends, the use of individual mission records and the technique of family reconstitution provide the means for an analysis of mortality and fertility rates, which in themselves reveal the internal dynamics and mechanics of population change.

In addition to allowing the study of fertility, nuptiality, and mortality within all California mission Indian communities, the ECPP will shed considerable light on many aspects of life in those communities. The mission registers provide insight into the labor and roles of Indians within California missions by revealing Indians who served as interpreters, sacristans, pages, choristers, as well as those who worked as carpenters, weavers, masons, shepherds, and cowherds. The records also reveal Indian political leadership within native communities both outside of and within the missions. The Franciscans were careful to identify men who they believed were village leaders and they also noted with special care Indians who served as mission *alcaldes* and *regidores*. Thus, the mission registers also provide a unique window into social and political hierarchies within California Indian communities.

Beyond shedding considerable light on life within California mission communities, the ECPP will allow scholars to further their study of other important aspects of California Indian history. The mission records are themselves the most important repository for the names that California Indians brought into the missions, and thus they are crucial for the reconstruction of native kin systems and for the study of Indian languages now largely lost. Moreover, since the ECPP knits together records from all of the missions in California, it promises to reveal the movements of Indians between missions, presidios, and pueblos as they sought to manage their lives under Spanish rule. In all of these ways the Early California Population Project will provide a foundation for new insight and further inquiry into the lives of California Indians between 1769 and 1850.

The Significance of the ECPP for the study of the Soldier and Settler Populations of Early California

The Early California Population Project also will serve as a foundation for the study of the population history of the Spanish and Mexican soldiers and settlers of early California. Although Alta California's presidios (military garrisons) remained poorly staffed and the Spanish Crown did little to promote civilian settlement in the region, the non-Indian population grew steadily through natural increase. By 1821, the soldier and settler population of California numbered around 3,400. During the Mexican period, increasing numbers of immigrants were attracted to California by offers of generous land grants. And by 1848, when Mexico and the United States went to war, the Spanish-speaking population of the region numbered roughly 7,000. Thus, at the same time that Alta California's Indian population was declining rapidly, its non-Indian population was increasing steadily. The ECPP will allow scholars to study the dynamics and mechanics of the soldiers' and settlers' population increase.

To date, a careful study of the demographic foundations of soldier and settler life in Spanish and Mexican California has remained beyond the reach of scholars. To some extent, this lack of study is a result of the great mobility of the population of early California: soldiers and their families were frequently transferred within California to a different mission or to a distant presidio. Thus, the prerequisite to an understanding of the demographic foundations of Spanish and Mexican California is a comprehensive database of all the individual bits of information found in Alta California's mission registers. Only an integrated database capturing all of the information in the missions' registers will allow scholars to piece together the life

histories of individuals and families as they moved from one part of California to another. The Early California Population Project, therefore, will help answer fundamental questions about the soldiers and settlers who lived in early California. For example, How long did these people live? What proportion married? At what age did they marry? Whom did they marry? How many children did they have? How long did individuals and families live in one place? What occupations did they pursue? How did these factors change between 1769 and 1850? An understanding of these most basic determinants of family and community formation is the prerequisite to any rigorous study of the social fabric of settler society in early California.

Once the ECPP comprehensive database is constructed, scholars will be in a position to answer the basic questions about life expectancy, marriage patterns, and childbearing outlined above. Not only will these data allow scholars to discuss the demographic patterns that conditioned and constrained family and community formation in early California, but it will also allow researchers to place these developments in a comparative perspective. During the past thirty-five years, scholars of colonial New Mexico, New England, the Chesapeake, and the South have done pathbreaking work to uncover the demographic undercurrents of early American society. Yet, until historians of early California society undertake this work, no comparative perspective on family and community development in the Spanish Borderlands will be possible, and the history of early California will remain disconnected from the history of other regions of colonial America and the early modern world.

An additional measure of the probable impact of the ECPP on future scholarship is to consider how much important work has flowed out of a similar project, the Population of Quebec Before 1800. This project, under the direction of the Programme de Recherche en Démographie Historique (PRDH), has created a database similar to the ECPP. The primary sources for the Population of Quebec Before 1800 are French parish registers of New France. To date, more than 200 scholarly books, articles, and dissertations have emerged from the database created by the PRDH.

The Significance of the ECPP for the study of American Religious History

Scholars have written scores of biographies about the central religious figures of the Spanish Borderlands, most notably Father Junípero Serra. And they have engaged in heated debate about the morality of the project of converting Indians to Catholicism. By comparison, little effort has gone into the study of how Catholicism was actually practiced in early California or the colonial Southwest. The mission registers that form the core of the ECPP database are the record of Catholicism as practiced in colonial California and an unsurpassed account of the Franciscans' attempts to bring Christianity to the region. The ECPP will help scholars understand the strategies and idiosyncrasies of individual Franciscans, the extent to which Indians played a role in the administration of the sacraments, the identity of people most likely to serve as witnesses at marriages, and the degree to which Franciscan missionaries granted Indians communion, the most holy sacrament and one that was granted only to Indians considered to be observant Catholics. All of these questions and many others can only be answered through the creation of the ECPP.

Significance of the ECPP for the study of genealogy

Beyond providing a vital means for the expansion of knowledge about the nature of human society in Spanish and Mexican California, the ECPP will provide an indispensable tool for family historians and genealogists. Today, individuals, families, or groups who want to trace their early California ancestry face monumental obstacles. They must locate an archive that has the sacramental register of the particular mission where they believe their ancestor lived. Then, since the registers contain no complete indexes, they must search through the microfilm records among thousands of entries hoping to find the

one they need. If they cannot master Spanish and eighteenth-century paleography, the records will prove incomprehensible. Even if they find the baptism, confirmation, marriage, or burial record they desire, they might not know if they had missed something somewhere else in the registers. Short of studying all the records from all the missions, a task that would take scores of years, they would never be certain if they had missed clues about the individual they were researching. Perhaps their ancestor was a marriage witness. Perhaps he or she was the spiritual godparent of someone's children. Or perhaps he or she left traces in other even more obscure or unlikely records. Only the ECPP—because it will capture all information in all mission records for all individuals and present that material in a searchable database— will allow individuals to fully mine the mission registers for an understanding of California ancestry in all of its complexities.

Significance of the ECPP for the preservation of Franciscan Mission Registers

The ECPP will allow for the preservation of the original mission registers and the information they hold. The original registers are dispersed throughout California. Most are more than two hundred years old and can be consulted only under the most restricted conditions. Some scholars and individuals will always have a need to consult the original records, and doing so will risk damaging these priceless sources. The ECPP, however, will dramatically reduce the need for researchers to consult the original records since it will present all of the information they contain in a readable and searchable form. Finally, the ECPP database will record the information of the California mission registers for posterity in a format more stable than the microfilm copies of the registers.

B.   Background of the Applicant

The Huntington Library

Founded in 1919 by Henry E. Huntington, railroad magnate and real estate developer, The Huntington Library in San Marino, California, has long been known as one of Southern California's preeminent educational and cultural institutions. The Huntington is also an internationally distinguished research center for advanced studies in the humanities. Its mission, revised and approved by the Trustees in 1999, reads: "Building on Henry E. Huntington's legacy of renowned collections and gardens that enrich the visitor, The Huntington today encourages research and promotes education in the arts, humanities, and botanical sciences through the growth and preservation of its collections, through the development and support of a community of scholars, and through the display and interpretation of its extraordinary resources for the public."

Henry E. Huntington amassed a collection of books, manuscripts, and works of art that rivaled those of the great public institutions of England, which had been in existence much longer and represented the accumulation of many generations. Today the Huntington Library houses over 5.2 million items: more than 670,000 rare and reference books; 500,000 photographs; 450,000 historical prints and ephemeral items; and over 3.5 million individual manuscripts. Special strengths include California historical manuscripts, British historical documents, early English printed books, extensive holdings on the American Revolution and Civil War, Middle English literary manuscripts, and major archives of such modern authors as Jack London and Wallace Stevens.

Since opening to the public in 1927 The Huntington has attracted a growing audience, now over 500,000 visitors each year. Designated a National Endowment for the Humanities Center for Advanced Studies in 1996, The Huntington administers the largest fellowship program of any independent library in the country. Some 1,800 scholars research its collections annually, and over 25,000 school children participate in a variety of educational programs during the year. Exhibitions, supplemented by lectures, conferences, workshops, seminars, and symposia, have made the collections accessible both to scholars and the general public. *The Huntington Quarterly* makes current research available to the international scholarly community; interpretive catalogues, brochures, and scholarly books produced by the Publications Department reach thousands of readers at a distance. The Huntington's most recent annual operating budget was approximately $22 million.

Colonial America and the history of California have always been a key component of the Library's collections, utilized by scholars in residence at the library, and the institution's exhibitions and public programs. The Library has one of the largest collections of material on westward expansion, including directories, diaries, letters, and early territorial imprints. For California, the Spanish-Mexican period is represented by a dozen substantial collections (such as the Gálvez Papers on the settlement of Upper California, 1763-1794, 734 items); for the early American period, the collections are more numerous (such as the Abel Stearns Papers, 12,500 items). Printed county histories, local newspapers, rare local imprints, printed ephemera, and some 200,000 photographs offer an expansive research archive. Most importantly, The Huntington has a nearly complete set of microfilm copies of the California mission registers and all books and publications relating to the families of early California.

C.   History, Scope, and Duration

The Early California Population Project had its inception in the fall of 1998 when Steven W. Hackel, a professor of History at Oregon State University and research specialist in the history of early California, explained the need for such a project to Robert C. Ritchie, Director of Research at The Huntington Library. Ritchie convened an Advisory Board and consulted with experts in the field as to the

viability and utility of the project. Ritchie then approached the John Randolph Haynes and Dora Haynes Foundation for support for the project. The Haynes Foundation agreed to fund the project for two years to allow for the design of the database and the incorporation into the database of all records from the missions of Southern California. Subsequent funding from the Giles W. Mead Foundation and the Dan Murphy Foundation continued the project. A recently awarded grant from the California State Library will fund additional work and allow for the continuation of the Early California Population Project through June 2004.

Designing the database

In the fall and spring of 1999-2000, a team of research specialists worked to create a database structure for this project. Randall T. Milliken, John R. Johnson, Steven W. Hackel, and Scott J. Edmondson drew upon their years of experience working with California mission registers to create a database structure that would set a new standard for the field of mission register research. Previous researchers had tailored their databases to the narrow questions they were intent on answering. However, since the ECPP is intended as a source for a range of future researchers, many of whom will certainly ask questions that cannot now be anticipated, the design team envisioned a database that would in essence capture all of the information contained in the mission registers. The result was a wide and flexible range of fields designed to allow data entry to expand in relation to the amount of information contained in a given record. Scott J. Edmondson, a software engineer with extensive experience working with mission registers, facilitated the design of the database. Milliken, Johnson, and Hackel conducted testing of the new database before the start of data entry.
The ECPP database is based on Microsoft Access 2000. It is composed of separate forms and tables for each of the mission registers: baptism, marriages, and burials. Each of the tables can be linked to another through common fields, such as the baptism record numbers and burial record numbers that the missionaries used to identify individuals for whom they had provided the sacraments. Microsoft Access 2000 allows the rapid searching of fields and the creation of auxiliary tables, which are necessary for some of the information contained in the registers. Microsoft Access 2000 is designed to easily allow the importation of data contained in other software, a vital feature given that the ECPP is consolidating work performed over decades by numerous researchers.

Building the Data Entry Team

In late July 2000, after an extensive search, The Huntington hired two data entry specialists. They were selected because of their interest in early California history, expertise in working with Spanish-language documents, and fluency in English and Spanish. The Huntington purchased two workstations, complete with a microfilm reader and computer. Both data entry specialists began work in late July 2000, each on a separate Southern California mission. From late July through September, the Data Entry Team worked at The Huntington Library alongside Steven Hackel, an expert in California mission records. Hackel taught both to master the workings of the database and the idiosyncrasies of the records themselves. After a month of careful work and guidance, the Data Entry Team became increasingly skilled at reading the information contained in the microfilm records and transcribing it to the ECPP database. In July 2001, Andie Reid and Karen Cavanaugh were hired, joining Reina Polanco on the Data Entry Team. All have superb Spanish language skills and are excellent employees. Hackel trained them in the summer of 2001, and Polanco, who by then had one year of experience working on the project, then assisted them in their new work.

Focus of the initial and continuing work at The Huntington Library

The research team decided to concentrate first on Mission San Diego and Mission San Gabriel, the largest missions in Southern California whose registers had not yet been transferred to any sort of database. The project also focused its initial work on the Los Angeles Plaza Church. In May 2002, all new work for the Southern California missions of San Gabriel, San Diego, and the LA Plaza Church was completed. This work necessitated the creation of 18,055 baptism records, 3,945 marriage records, and 9,850 burial records. By January 2003 all of these records had been fully linked and checked for accuracy. In February of 2003 the Data Entry Team began to incorporate into the ECPP data that had been compiled by other researchers in other formats over decades.

Currently, the Data Entry Team is bringing missions San Carlos Borromeo, San Luis Obispo, and San Juan Capistrano into the ECPP. As is made clear below, the ECPP database is expansive and includes more than 160 separate fields. Previous researchers had only completed work on perhaps twenty of these fields. This earlier work, however, is invaluable in that it includes some of the most difficult and time-consuming information to wring from the records, namely the fields that allow record linkage. Before any of this earlier work is incorporated into the ECPP, the Data Entry Team checks it for accuracy against the original records.

The Data Entry Team is now very experienced and adept, not only at deciphering the Franciscans' records but in quickly and accurately transferring them into the ECPP. Over the past several years, Hackel and Ritchie have monitored the progress of the data entry closely and carefully. At the completion of each day's work, each member of the Data Entry Team completes a daily log that documents that day's work. The database itself has a field that notes when a record was completed or modified and who performed that work. At the end of each week, each member of the Data Entry Team informs Hackel about the week's progress. Data is backed up hourly, daily, and weekly, and an additional copy of the database is stored offsite.

Duration of the project

Completion of the ECPP will take twenty-four months by an expanded Data Entry Team. For specifics, please see section E, Plan of Work.

D.   Methodology and Standards

The goal of the ECPP is to create a database of all the information contained in all the sacramental registers of the California missions. Since the goal of the project is an electronic version of the original records—rather than a database of information derived from an interpretation or manipulation of information contained in the original registers—information is transferred directly from the original registers *as it appears in the original records.* In other words, this is not a project of translation and, as much as possible, it is not a project of interpretation. It is a project of transcription. The Data Entry Team transfers information from the original sources to the database in a consistent and standardized manner just as it appears in the original records. The attached Appendix, "Early California Population Project Style Guide for Data Entry Team," explains the specific rules governing how the Data Entry Team handles each field.

The ECPP database is composed of tables and forms corresponding to each of the principal registers. Forms are designed to speed data entry, and the tables are used to search and sort information in the ECPP database. Once the data entry is complete, all tables will be linked according to information contained in certain primary fields, such as the mission identifier and the unique number assigned to each individual baptism record. Only at that time will derived fields be added to the database. These fields will provide standardized home political groups for Indians as well as standardized spellings of names

and places of origin for all individuals in the database. Without these fields, users will encounter problems searching the database for specific individuals or groups.

General Methodology and Standards for data entry

Only information contained in the original registers is transferred to the database. If it appears in the database, subsequent researchers will assume that it was written in the original sources. Abiding by this rule means that data entry personnel do not translate words and phrases into English and do not standardize what may at first appear to be the chaotic spelling practices of the missionaries who recorded the information in the registers. Variations in spelling—of villages and Spanish names—may seem like careless errors or signs of illiteracy, but many are indications of regional variations in spelling and pronunciation, and they are important clues as to how these words sounded when they were spoken aloud in early California. The one exception to this rule involves abbreviations that abound in the records. For example, the padres were fond of abbreviating the most common names, Joseph (J.e), Maria (M.a), Francisco (Fr.co), Manuel (M.l), Antonio (Ant.o), San (S.n), Santo (S.to), Mission (M.sn), etc. However, a name recorded in the records in an abbreviated form is entered in the database as a full word. In other words, F.ca M. is entered in the database as Francisca Maria, etc. The missionaries abbreviated to save time and space, but if we carry their abbreviations over to the database users would have problems searching for individuals by name.

The ECPP database is designed for flexibility and comprehensiveness and allows for a complete transfer of information from the records to the database. The database has been designed to accommodate the most detailed records, and thus in many cases there are more fields than information contained in an individual record. This is not a problem, and data entry personnel realize that in many instances they may leave some fields blank. To preserve the integrity of the database—and its ability to reflect information actually recorded by the padres in the database—data entry personnel do not type into the database information that is evident to them but not recorded in the registers.

The second Cardinal Rule of data entry in the ECPP must be: "*If in doubt, leave it out.*" If a word is not legible, the Data Entry Team does not guess. If they cannot read a date, or part of date, they do not guess. If an age is not legible, they leave it blank. A blank field is preferable to a field containing misinformation. Experience has proven that a word that seems illegible at first glance is often obvious at a later date once one has become accustomed to the particular handwriting of an individual. If a word is only partially legible, the Data Entry Team enters only the legible part. Brackets set off illegible parts of words. For example, Fran[. . .] means that the first four letters were legible, but after the "n" followed what appeared to be several illegible letters. The nature of the problem—water damage to the original record, poorly shot film, or just bad handwriting—is explained in the notes field in that record in the database.

Accuracy and Efficiency and the search for errors

The ECPP will be used by scholars for generations to come and is being funded by charitable institutions. The Data Entry Team recognizes its obligation to future scholars to be as accurate as possible and its obligation to the project's supporters to be as efficient as possible. This work by its very nature involves a combination of repetition and attention to detail. While to some extent all the records in a given register contain much of the same basic information (name of individual receiving the sacrament, date sacrament was performed, who performed it, etc.), this information can vary slightly in every record. Each record represents an individual. All are different, but all share certain common features and traits. It is in the details of these differences that individuality resides. If the details are not faithfully recorded, then it is fair to say that the individuality is lost. The same is true with data entry in this project, which is the task

of piecing together information from different registers about individuals who lived long ago. In light of these factors, the Data Entry Team recognizes that this work must be performed with the highest degree of accuracy and the most careful attention to detail.

Searching for errors is a constant activity for the Data Entry Team. To cut down on errors and to catch them when they occur, each person on the team takes on only one aspect of one mission at a time. For example, Andie Reid will work on baptisms over a ten-year period, then turn to marriages at the mission over that period, and then conclude with burials over that same stretch of time. In this sequence, she will acquire great knowledge of the individuals in the register and therefore will be less likely to mistake one individual for another. Once she has completed baptisms over a ten-year period, she will go back and check her work before starting on marriages. The same process is then followed with marriages and then burials. After the whole ten-year period is completed, Reid will check all her work for accuracy. When a whole mission is complete and records are to be linked, all data is checked again for errors. Linking records is itself a process that tends to bring errors to light. Finally, once all records are linked, all fields are sorted in a search for errors. Upon completion of the ECPP, the Data Entry Team will run a set of logical queries designed to root out any persistent errors.

File Structure, Organization, Hardware, and Software

The great virtue of the ECPP is its logical file structure. Each original register has its corresponding form and table. And each discrete bit of information in each manuscript record has its own field in the database. Non-standard information is captured in Miscellaneous Attribute fields in the Auxiliary Tables, each of which corresponds to an original register. Currently, the database is in Microsoft Access 2000. As the database expands to encompass the seventeen additional missions, we will move the data to SQL Server software. SQL Server is more able to handle very large databases. And it will allow the final database to be housed on a server that can be accessed through the Huntington Library Website.

Currently, the project has two workstations with separate computers. As the project expands, we will add two additional computer workstations and link the four workstations to a central server housing the database. Placing the database on the server will allow the four workers to access all data simultaneously and draw on records from all completed missions, a necessary feature for the integration of the database and the creation of linkages between records within and across missions.

Scott J. Edmondson of Advanced Information Management is the Database Administrator. He is responsible for tunings, backups, restorations, schema modifications, SQL script management, etc. He works with the Information Management staff at The Huntington to ensure the long-term stability of the ECPP database.

Outside Guidance of Project

In 1999, during the formulation of the ECPP, an Advisory Board was convened to assess the needs of potential user groups. This Advisory Board represents many user groups: historians, anthropologists, archivists, librarians, library clients, and custodians of the original registers. The Advisory Board consists of Robert C. Ritchie, Director of Research at The Huntington Library; Steven W. Hackel, Associate Professor of History, Oregon State University; Carole Shammas, Professor of History, University of Southern California; Doyce B. Nunis, Director, Santa Barbara Mission Archive-Library; John R. Johnson, Curator of Anthropology, Santa Barbara Museum of Natural History; Randall T. Milliken, Contract Anthropologist, Davis, California; Bill Frank, Curator of Latin Americana, The Huntington Library; and Francis Weber, Director Emeritus, Archive of the Archdiocese of Los Angeles. Ross Frank, Associate Professor of Ethnic Studies at U.C. San Diego, has provided the ECPP with outreach to Southern

California Native communities. John R. Johnson has acted in the same capacity for the groups of the Central Coast. Steven W. Hackel and Randall T. Milliken will work with Northern California Indian groups represented in the mission registers. The Advisory Board guides the ECPP, offering input into the nature of the database and ensuring that project objectives and actions remain consistent with the project goal: easy and democratic access to all recorded information in the California mission registers.

In addition to the Advisory Board, the ECPP maintains an Editorial Board. The Editorial Board is charged with ensuring the long-term integrity of the database. All users of the ECPP will be encouraged to complete an evaluation of the database, in terms of both its usability and utility. Responses will be forwarded to the Editorial Board. The Editorial Board will review these suggestions and recommend changes to the database. The Editorial Board consists of Robert C. Ritchie, Director of Research, The Huntington Library; Steven W. Hackel, Associate Professor of History, Oregon State University; John R. Johnson, Curator, Santa Barbara Museum of Natural History; and Randall T. Milliken, Contract Anthropologist, Davis, California.

Evaluation

The goal of the Early California Population Project is easy and democratic access to all recorded information in the California mission registers. Evaluation of the ECPP is oriented to determining the extent to which that goal has been achieved. During the formative stage of the project, members of the Advisory Board, Editorial Board, and Data Entry Team regularly discussed ways to modify and improve the database not only to make data entry more efficient but also to increase its usability. These discussions are ongoing and form the basis for weekly conversations between the Data Entry Team and its coordinators.

Prior to the launching of the Website and the placing of the database in archives, libraries, and missions throughout the country, the Advisory Board will review the database and ensure that its structure and form facilitate the project goal. The Advisory Board will also solicit input from library staff at public and private libraries and discuss with user groups how to make the database more useful and accessible. These findings will shape both the database and its presentation to ensure that it is effective for scholarly and educational purposes.

After the database is made available to the public, the Editorial Board in concert with the Advisory Board will solicit the input of users. The ECPP Website will be designed to promote quick and easy feedback from users, and users' comments will be forwarded directly to the Editorial Board. The ECPP will ask users to evaluate the design and presentation of the database, the ease with which it can be searched, indexed, and queried, and the ease with which it can be navigated. An on-line survey will be developed to capture a profile of all those using the site, the time they spent on the site, the areas of the site they visited, and how they intend to use information obtained from the ECPP, all in an attempt to better anticipate and meet user needs.

E.   Plan of Work

This NEH application is for funds necessary to complete within two years a database of all recorded information in the California mission registers. The Huntington has been working on this project since 1999 and has raised from private foundations $170,400 to design the project, train staff, capitalize equipment, and to complete transcription of the Southern California mission records. A recently awarded grant of $165,000 from the California State Library will fund the project's new capital expenses, increase the project's staff from two to three full-time equivalents, and extend the project through June 2004.

Completion of the database will necessitate an increase in personnel on the Data Entry Team. The ECPP will expand to three FTE positions on July 1, 2003, through the support of a grant from the California State Library. The California State Library Grant will fund these three full-time equivalents through June 30, 2004. This NEH application is to fund a fourth full-time equivalent to be added on January 1, 2004, and to support the four full-time equivalents through December 31, 2005, at which time the project will be completed.

Close observation of the time it takes to add records to the ECPP suggests that completing the database for all missions will take four full-time equivalents approximately twenty-four additional months of work. This work is labor intensive, and thus staff salary and benefits account for most of the request for funding support. As of May 2003, the project still needs to incorporate and link 72,719 baptism records, 20,491 marriage records, 54,340 burial records, and 16,506 confirmation records. Facilitating this work will be the incorporation of previous records compiled over decades by John R. Johnson, Randall T. Milliken, Steven W. Hackel, and others.

The Early California Population Project has already accomplished its first two measurable objectives: 1) a database design sufficiently broad and flexible to encompass all recorded information in all California mission registers; and 2) a database of all recorded information in the registers of the Southern California missions (San Diego, San Juan Capistrano, LA Plaza Church, and San Gabriel). Note: Mission San Luis Rey is the only mission whose records are not extant. Funding from the National Endowment for the Humanities will allow the ECPP to attain its third measurable objective: 3) a database of all recorded information in the registers of the Southern California Missions, the twelve Central Coast missions, and the five North Coast missions. The missions of the Central Coast are San Fernando, San Buenaventura, Santa Barbara, Santa Ines, La Purisima, San Luis Obispo, San Miguel, San Antonio, La Soledad, San Juan Bautista, San Carlos Borromeo, and Santa Cruz. The missions of the North Coast are San Francisco Solano, San Rafael, San Francisco, San Jose, and Santa Clara.

Since the ECPP has been up and running for three years, much of the staff is already in place. Robert C. Ritchie, Director of the Division of Research at The Huntington Library, oversees administration of the project. Steven W. Hackel, Associate Professor of History, Oregon State University, and John R. Johnson, Curator of Anthropology, Santa Barbara Museum of Natural History, periodically review the data as members of the Editorial Board to ensure quality. Hackel monitors the work on a weekly basis and responds daily to queries from the Data Entry Team. The Data Entry Team consists of Andie Reid, Karen Cavanaugh, and Reina Polanco. All three are fluent in Spanish and have mastered the database and eighteenth-century Spanish handwriting. Currently, all three work part-time, twenty hours per week. Andie Reid oversees much of the project in addition to performing her responsibilities of basic data entry and conversion at The Huntington. Software maintenance and upgrading is the responsibility of Scott Edmondson of Advanced Information Management.

Our plan is to convert Reid's position to full-time, keep both Cavanaugh and Polanco as part-time employees, and hire additional half-time employees for data entry. Experience so far with the project has shown that half-time employees best accomplish the data entry. Entering data from the mission records into the ECPP database is by its nature repetitious. Accuracy is essential. Data entry personnel have found that they cannot maintain concentration over more than four hours a day, and quality and efficiency decline among staff who work on data entry more than twenty hours a week. Reid will be our only full-time employee. Her full-time position is essential in that it is imperative that the expanded Data Entry Team has a supervisor on site whenever work is being carried out. Reid's presence will ensure consistency in data entry, the prompt resolution of data entry related questions, and the timely rectification of any software problems.

Recruitment and hiring of additional data entry specialists will be overseen by Robert C. Ritchie and The Huntington Library human resources office in conformity with federal, state, and local hiring guidelines. Qualifications for the position of data entry specialist are fluency in English and Spanish, experience with

data entry, an interest in the project, a commitment to its goal, and an ability to undertake twelve months of part-time work on the project. The job description is attached in the Appendices.

Robert C. Ritchie will direct staff training with input from Steven W. Hackel, Andie Reid, and Karen Cavanaugh. All new employees will be given an orientation to The Huntington Library and its work procedures. To facilitate training of new staff and the use of the database, Hackel and the Data Entry Team have created a guide to the ECPP. This guide, attached in the Appendices, provides a detailed discussion of the mission records themselves and the more than 160 fields of the ECPP database. The guide explains information to be included in each field and the format in which it must be entered. New staff will be provided with a week-long course covering eighteenth-century paleography, mission register research, and the structure of the Early California Population Project database. Hackel will be on site during staff training. Considerable time and personal attention will be devoted to ensuring that new staff members understand the project goal and objectives, the records that form the project's basis, and the database of the ECPP. After a week of training, each new staff member will begin data entry, but he or she will be assisted at all times by Reid. Within a month, new staff should be able to work semi-independently. At the end of six weeks, they should be proficient. (See the Appendices for a schedule of staff training.)

Schedule of Work: Receipt of grant through December 31, 2005

Receipt of Grant though December 2003:

Publicizing receipt of award by The Huntington Library
Recruiting and hiring of data entry personnel by Ritchie and Hackel
Convening of Advisory and Editorial Boards to discuss beginning work on Central Coast Missions

January 2004:

Training of new members of Data Entry Team

January 2004-December 2004:

Transferring of information in Central Coast mission registers to ECPP Database

March 2004:

Launching of ECPP Southern California database public demonstration project at The Huntington Library

January 2005:

Adding of Central Coast Missions to public demonstration database at The Huntington

January 2005-June 2005:

Transferring of information in North Coast mission registers to ECPP Database

July 2005-December 2005:

Completion of basic data entry for all missions
Verifying of all linkages between records
Cleaning data
Testing for errors and accuracy through logical queries
Converting of ECPP Manual into a User's Guide

December 2005:

Announcing of impending completion of Early California Population Project

January 2006:

Installing of ECPP database and User's Guide on Huntington Website
Distributing CD-ROM version of ECPP and User's Guide to libraries, missions, and
other institutions

February 2006 and beyond:

Soliciting feedback from users
Modifying of database in response to user suggestions and comments
Maintaining of ECPP database by Huntington Library

August 2006:

Convening of Huntington Library sponsored conference on the Early California Population
Project

F.   Project Staff

Project Staff

Project Director, Robert C. Ritchie: Dr. Ritchie is the W. M. Keck Director of Research at The
Huntington Library. A senior scholar in the field of colonial America, Professor Ritchie has published
several books and numerous articles on Early American history. He has the formal responsibility for
overseeing all aspects of the project, from data entry to the allocation of resources. His ECPP
responsibilities will require 5% of his time for the grant period, January 2004-December 2005. The
Huntington Library contributes his time as an in-kind contribution to the ECPP.

Project General Editor, Steven W. Hackel: Dr. Hackel is an Associate Professor of History at
Oregon State University. Professor Hackel has published in the field of early California history and has
more than a decade of experience working with California mission registers. He has the responsibility of
working with Dr. Ritchie to train new members of the Data Entry Team and overseeing all data entry. He
has provided the project with data on the North Coast missions. His ECPP responsibilities will require
12% of his time for the grant period, January 2004-December 2005. Oregon State University donates
office space for the project as an in-kind contribution.

Project Editor, Southern and Central Coast Missions, John R. Johnson: Dr. Johnson is Curator of Anthropology at the Santa Barbara Museum of Natural History. He is the leading authority on the Chumash of the Central California Coast and has published extensively in the field of California anthropology. He has more than two decades of experience with mission register research and has consulted extensively with California Indian groups. He is a contributor to numerous cultural resource management studies funded by the State of California. He is contributing to the project 20,042 baptism records, 5,972 marriage records, and 16,377 burial records derived from his work on five Central Coast missions. Johnson will also oversee the creation of derived fields for the portion of the ECPP relating to the Southern and Central Coast missions. To fulfill his responsibilities as editor of the Southern and Central Coast mission records, Johnson will be retained by the ECPP as a consultant.

Project Editor, North Coast Missions, Randall T. Milliken: Dr. Milliken is a contract anthropologist in Davis, California. He is the leading authority on Indians of the North Coast and the San Francisco Bay Area. He has more than three decades of experience in the field of California mission register research and has published a book and numerous articles on California anthropology. He has authored or co-authored numerous cultural resource management reports for the State of California. From his decades of work on the North Coast missions, he is contributing to the project 47,776 baptism records, 13,671 marriage records, and 33,363 burial records. His responsibility is to provide these basic records and the derived fields for the portions of the ECCP that pertain to the North Coast missions. To fulfill his responsibilities as editor of the North Coast mission records, Milliken will be retained by the ECPP as a consultant.

Database Administrator, Scott J. Edmondson: Scott J. Edmondson is a software engineer with Advanced Information Management in Ventura, California. He has worked on mission register databases for over a decade and oversaw the design of the Early California Population Project database. To date, he has donated scores of hours of his time to the project. His formal responsibilities will be managing the software of the project, overseeing the flow of data from Microsoft Access 2000 to SQL Server, and modifying and maintaining the database in response to the needs of the Data Entry Team. Edmondson works with the Information Management staff at The Huntington to ensure the long-term stability of the ECPP database. To fulfill his responsibilities to the ECPP, Edmondson will be retained as a consultant.

Project Coordinator, Andie Reid: Ms. Reid has been with the Early California Population Project since July 2001. She has knowledge of all aspects of the project, from database design to the intricacies of mission registers. She has overseen the creation of the portion of the ECPP relating to Mission San Gabriel and the Los Angeles Plaza Church. She is currently employed half-time by the project; her position will soon become full-time. She will be on site during working hours to ensure that data entry proceeds efficiently and accurately. In addition to coordinating and supervising the work of the Data Entry Team, she will continue with data entry. Ms. Reid is currently pursuing an M.A. degree in Library Science from the California State University at Fullerton.

Data Entry Specialist II (half-time), Reina Polanco: Ms. Polanco has been with the project since data entry began in 1999. She transferred to the ECPP data on Mission San Diego and Mission San Juan Capistrano. She is a part-time employee of the project and has been instrumental in writing the ECPP guide to data entry.

Data Entry Specialist II (half-time), Karen Cavanaugh: Ms. Cavanaugh has been with the project since July 2001. She has worked on Mission San Diego and San Juan Capistrano, and has been instrumental in putting together guidelines for the training of new members of the Data Entry Team.

Data Entry Specialist I (two FTE): The ECCP will be hiring additional half-time data entry specialists. These employees will undertake the transferring of data from the registers of the North and Central Coast missions. Their responsibilities will be those of previously hired Data Entry Specialists. A job description for this position is in the Appendices.

Advisory Board

In 1999, during the formulation of the ECPP, an Advisory Board was convened to assess the needs of potential user groups. This Advisory Board represents many user groups: historians, anthropologists, archivists, librarians, library clients, and custodians of the original registers. The Advisory Board guides the ECPP, offering input into the nature of the database and ensuring that project objectives and actions remain consistent with the project goal: easy and democratic access to all recorded information in the California mission registers.

The Advisory Board consists of Robert C. Ritchie, Director of Research at The Huntington Library; Steven W. Hackel, Associate Professor of History, Oregon State University; Carole Shammas, Professor of History, University of Southern California; Doyce B. Nunis, Director, Santa Barbara Mission Archive-Library; John R. Johnson, Curator of Anthropology, Santa Barbara Museum of Natural History; Randall T. Milliken, Contract Anthropologist, Davis, California; Bill Frank, Curator of Latin Americana, The Huntington Library; and Francis Weber, Director Emeritus, Archive of the Archdiocese of Los Angeles.

Editorial Board

The Editorial Board is charged with ensuring the long-term integrity of the database. Despite the best efforts of the Data Entry Team, it is inevitable that errors will exist in the database and that future scholars will call those errors to the attention of the ECPP staff. The Editorial Board will oversee modifications of data in the ECPP database in a timely fashion. All users of the ECPP will be encouraged to complete an evaluation of the database, both in terms of its usability and utility. Responses will be forwarded to the Editorial Board. The Editorial Board will review these suggestions and recommend changes to the database.

The Editorial Board consists of Robert C. Ritchie, Director of Research, The Huntington Library; Steven W. Hackel, Associate Professor of History, Oregon State University; John R. Johnson, Curator, Santa Barbara Museum of Natural History; and Randall T. Milliken, Contract Anthropologist, Davis, California.

F.   Dissemination

The goal of the Early California Population Project is easy and democratic access to all information in the California mission registers. Therefore, The Huntington is fully committed to fostering an awareness of the ECPP and the wide dissemination of its database. Immediate focus will be placed on building awareness of the ECPP in the academic community and the general public. The Huntington intends to do the following:

Create an ECPP page on The Huntington Library's Website describing the project and offering sample searches from the database. A preliminary version of the ECPP User's Guide would be available in a downloadable format. The NEH will be recognized as a major sponsor of the ECPP.

Announce the NEH Grant though media outlets across the state, including notification of major search engines that the ECPP site is online.

Create an ECPP kiosk on The Huntington Library's grounds that would offer information about the ECPP database. This station would be equipped to enable public searches using the database and would build a broad awareness about the project.

Create and distribute an electronic announcement via e-mail describing the ECPP to libraries in the Southwest and beyond. This announcement would direct interested parties to the ECPP Website.

The ECPP Advisory Board will work to create additional avenues to raise awareness in the academic community.

After completion of the ECPP database, The Huntington Library will place the database on its Website and maintain it indefinitely. Scott J. Edmondson is working with the Information Management staff at The Huntington to ensure the long-term stability of the ECPP database. The database will also be made available in CD-ROM format at research libraries across the country and at libraries, missions, and appropriate venues in California, the Southwest, and the nation.

In August 2006 The Huntington will host a public conference geared towards ECPP user groups including diocese archivists, mission curators, representatives from Native American groups, high school teachers, university professors, family historians, genealogists, and other interested individuals. This conference will act as a springboard leading to the publication of edited essays first presented at the conference.

PA-50593, Huntington Library

6.   Appendices

Sample data page from mission registers

Sample transcription and translation of selected San Gabriel Mission records

ECPP data entry page samples (marriages, baptisms, and deaths)

ECPP staff résumés

Job description: Data Entry Assistant

ECPP consultant résumés

Letter of commitment: Oregon State University (Re: S. Hackel)

Letters of support

Outline for training new data entry assistants

Database style guide for data entry team